



## TRANSPORTATION CABINET

Frankfort, Kentucky 40622  
[www.transportation.ky.gov/](http://www.transportation.ky.gov/)

**Steven L. Beshear**  
Governor

**Michael W. Hancock, P.E.**  
Acting Secretary

### MEMORANDUM

**TO:** All Prequalified Contractors  
Division of Construction  
Chief District Engineers  
Resident Engineers

**FROM:** Ryan Griffith, P.E. *RCG*  
Director  
Division of Construction Procurement

**DATE:** May 26, 2010

**SUBJECT:** Submission of Certified Contractor's Payrolls

The following procedures are to be followed for submission of certified contractor's payrolls on Federal-Aid projects. Within seven days after ending of the applicable pay period, two copies of the contractor's certified payroll, accompanied by statements of compliance will be submitted to the Project Engineer and one certified copy directly to the Division of Construction Procurement at the following address:

**Division of Construction Procurement**  
**Attn: Tammy Oney**  
**200 Mero Street**  
**Frankfort, KY 40622**

In addition, payrolls may be submitted by fax to (502) 564-7299 or by email to [tammy.oney@ky.gov](mailto:tammy.oney@ky.gov). Each payroll should be submitted on a WH-347 or approved form and be executed by an authorized employee of the Contractor or Subcontractor who supervises the payment of wages. Please include the Project Number and Contract ID on the forms. The WH-347 form can be found at [www.dol.gov/whd/forms/wh347.pdf](http://www.dol.gov/whd/forms/wh347.pdf). Any form with identical wording is satisfactory for this use.

If you have any questions or need additional information please contact the Division of Construction Procurement at (502) 564-3500.



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